



# 2007-2008 Cal Grant GPA Verification Form for Competitive Community College Cal Grant Awards

***Application deadline is September 2, 2007***

*Apply for a Cal Grant A or B award if you are not currently a Cal Grant recipient and you are enrolled at a California Community College for fall 2007!*

## Applying Takes Two Forms!

FAFSA + Verified GPA = Complete Cal Grant Application

A Cal Grant is California state financial aid that can be used at an eligible California school. Applying for a Cal Grant is a two-step process. You must submit a verified Cal Grant Grade Point Average (GPA) Verification form to the California Student Aid Commission (CSAC) and submit a 2007-2008 Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Program. Your completed 2007-2008 FAFSA **and** a verified GPA must be submitted on or before the **Cal Grant postmark-deadline of September 2, 2007**.

CSAC uses the information provided from both your completed 2007-2008 FAFSA and the Cal Grant GPA Verification Form to determine your eligibility for the Cal Grant A and B programs. Also, don't forget to enroll at a California Community College for the Fall 2007 school term.

We recommend you to file your FAFSA online. To learn more about the FAFSA process, including the quick online filing process, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Then, complete the Cal Grant GPA Verification Form and mail the completed form to CSAC or ask your school to submit your GPA electronically. Be sure to check with your school because if your school submits your GPA electronically, it is not necessary for you to mail in the paper GPA form.

If you submit both your 2007-2008 FAFSA and verified GPA by the **September 2, 2007 postmark-deadline** and you are listed as enrolled for the fall term at a California Community College, you will receive a letter notifying you of your Cal Grant application status.

### **Already Awarded and Receiving a Cal Grant?**

If you *already have* a Cal Grant or are on Community College (CC) Reserve, you **need to complete a 2007-2008 FAFSA** but **do not need to complete** a GPA Verification Form. (The college you attend will certify your Cal Grant renewal eligibility.)

# Information for School Officials

Complete the GPA Form with **black ink only**.



## Who can verify a Cal Grant GPA?

An authorized high school or college official must complete all items in the “School Use Only” section of the GPA form. The signature of a high school or college official is required by law and certifies that, under penalty of perjury, the reported GPA is true and accurate.

**IMPORTANT:** Cal Grant GPAs verified by a high school will only be accepted from high schools with full accreditation from the Western Association of Schools and Colleges (WASC), or another regional accrediting agency if not in the WASC region, **or those schools that have a University of California-approved course list.** Students attending non-accredited high schools, participating in a home schooling program, or who otherwise do not have a high school GPA, must provide either a GED, SAT or ACT test score with their Cal Grant GPA Verification Form.

**DO NOT SEND ACADEMIC TRANSCRIPTS.**

## How do I calculate a Cal Grant GPA?

Calculate the GPA on a 4.00 scale to two decimal places (between 0.00 and 4.00). Do not use a weighted scale. Convert any grades with extra weighting for honors and advanced placement classes to a 4.00 scale before calculating the GPA. GPAs calculated beyond a 4.00 scale will be returned for recalculation.

## What are the GPA Categories?

There are four categories of GPAs - high school, reestablished, California Community College, and college.

### High School GPA

A high school GPA is calculated on a 4.00 scale, using all academic coursework for the sophomore year, the summer following the sophomore year, the junior year, and the summer following the junior year. The high school GPA excludes physical education (PE), Reserve Officer Training Corps (ROTC), and remedial courses. Remedial coursework is defined as any course that is not counted toward high school graduation. You must

include failing grades for courses that have not been retaken.

- GPAs for “accelerated” high school juniors graduating in spring 2007 should be calculated using academic coursework earned during the student’s sophomore year and the summer following the sophomore year as well as all coursework completed in the junior year by the time of certification.

- For students who are out of high school but have not earned sufficient college level units to allow calculation of either a reestablished GPA or College GPA as explained below, the GPA must be calculated from high school coursework earned from the student’s sophomore year onward, regardless of whether the student graduated. Competitive Community College Cal Grant awards can be made to students who have not graduated high school.

### Reestablished GPA

A reestablished GPA can be calculated using all California Community College designated “degree credit” coursework including at least 16 but less than 24 semester units or the equivalent. A reestablished GPA will be used only for Cal Grant B consideration.

### California Community College GPA

A California Community College GPA is calculated using all completed California Community College designated “degree credit” including a minimum of 24 semester units or the equivalent.

### College GPA

A college GPA is calculated on the basis of all college work completed. Excluded from the calculations are non-transferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. A college GPA must be calculated on a minimum of 24 units or the equivalent regardless of the grade received at the time of certification.

Some students may not have a valid GPA because the student attended a non-accredited high school, participated in a home schooling program or were graded in a manner that cannot be converted to a 4.00 GPA maximum equivalent. To receive Cal Grant award consideration, these students must complete the student section of the form and fill in the bubble in item 9, then attach a copy of the official results from the SAT Reasoning Test (SAT 1), the ACT or GED tests to the GPA Verification form. Students who have a GPA that is more than 5 years old also have the option to submit a test score in this fashion.

# Information for Students

When filling out your Cal Grant GPA Verification Form, use **black ink only**. Color or metallic inks can cause a misread of your information. Please **print clearly!**

Complete all requested information under the student portion of the form. Missing information may cause a delay in the processing of your application or it may not be considered.

If you are not sure of your Social Security number (SSN), be sure to verify it before you complete the GPA form. Incorrect Social Security numbers may prevent Cal Grant award consideration. Do not use an Individual Tax Identification (ITIN) number. If you make a mistake when filling out this form, please fill out another GPA form. Forms are available on the CSAC website at [www.csac.ca.gov](http://www.csac.ca.gov). Click on the 'September 2nd GPA Forms' link on the right side. Your school financial aid office may also have this form.

Make a photocopy of your form for your records. Mail the original form to CSAC by the **postmark deadline: September 2, 2007**. Purchase a U.S. Postal Service Certificate of Mailing for 95¢ in case your form is lost



or misplaced in the mail.

Some schools submit a list of verified Cal Grant GPAs directly to CSAC. If your school does so, you don't need to submit the enclosed GPA Verification Form. However, you must confirm that your school will submit your GPA for you or have your school certify this form and submit it on your own.

❖ **In high school?** Have your high school verify your Cal Grant GPA. If your GPA is submitted electronically, you won't need to submit the enclosed form. If CSAC received an on-time GPA for the March 2, 2007 award deadline, these will be used again for September 2, 2007 award deadline consideration.

❖ **In College?** If you have completed at least 24 college semester units, 36 quarter units or the equivalent, have your college verify your GPA. Check with your college aid advisor to see if they will verify your GPA and send it electronically. If you do not have enough college units for either a college GPA or re-established GPA explained below, please have your high school verify your GPA.

❖ **Reestablished GPA?** If your high school GPA was below a 2.00, you can improve or reestablish your GPA for Cal Grant B consideration by completing at least 16 but less than 24 cumulative semester units or the equivalent of degree credit coursework at an accredited California Community College.

If you submit both the 2007-2008 FAFSA and a verified Cal Grant GPA by the September 2, 2007 deadline, and are enrolled at a California Community College for the fall 2007 term, you will receive a Cal Grant status letter from CSAC. If you do not receive a letter regarding your Cal Grant status from CSAC by November 1, 2007, contact CSAC immediately at the contact addresses on the back of this sheet.

## Student Checklist

- ✓ **DO NOT SEND ACADEMIC TRANSCRIPTS** instead of a verified GPA.
- ✓ **DO NOT STAPLE** anything to the Cal Grant GPA Verification form.
- ✓ When submitting a test score, bubble in item 9 on the form and include a copy of the official test score report. Your school does not have to complete the *For School Use Only* section.
- ✓ Retain photocopies of your FAFSA and GPA Verification Form, and all correspondence regarding your application.
- ✓ Mail the GPA Verification form to CSAC by the September 2nd deadline using the envelope provided.
- ✓ Don't forget to purchase a 95¢ U.S. Postal Service Certificate of Mailing from the Post Office to keep for your records.
- ✓ Respond promptly to all requests for additional information from CSAC and the colleges and universities to which you have applied. Include our name, the last four digits of your SSN, and your date of birth on all correspondence.
- ✓ When mailing a paper FAFSA, be sure to mail your form to the *Federal Student Aid Programs address on the FAFSA, not to the Student Aid Commission*.



## Check it out!

Lost your form? Need another copy? Need one for a friend? The Cal Grant GPA Verification form is available for download from the Internet! Just print out a copy, complete the student questions and take it to your school for verification. Just go to [www.csac.ca.gov](http://www.csac.ca.gov) and click on 'September 2nd GPA Forms.'

### Internet access - WebGrants for Students

Have questions on whether CSAC has received your GPA or FAFSA information?

Log on to CSAC's website at [www.csac.ca.gov](http://www.csac.ca.gov) and click on the link "WebGrants for Students."

Set up your account and you can access your information 24 hours a day, seven days a week.



## Contact CSAC Student Support Services



By email at:

**[studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov)**



By calling toll-free at:

888-CA GRANT

(888-224-7268)

TDD Line: 916-526-8988



By mail at:

California Student Aid Commission  
Student Support Services

P.O. Box 419077

Rancho Cordova, CA 95741-9077



By fax at:

(916) 526-8002



Visit the CSAC Web sites:

**[csac.ca.gov](http://csac.ca.gov)**

**[calgrants.org](http://calgrants.org)**



To access Cal Grant application information on the Web, click on *the* "WebGrants for Students" link at

**[csac.ca.gov](http://csac.ca.gov)**

### California Information Privacy Act

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. Commission policy and the policies of the postsecondary institutions to which you are applying for aid authorize maintenance of this information. Furnishing information that is requested on this form is mandatory. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them. The Education Code of the State of California gives the Commission the authority (in consultation with postsecondary educational institutions) to make this form available.

The officials responsible for maintaining the information contained on this form are the Executive Director of the Commission and the financial aid administrators at the institutions to which you are applying for financial aid. The SSN is used to verify your identity under the record keeping systems established prior to January 1, 1975, pursuant to the authority of the Commission, the California State University, and California Community Colleges contained in Title 5, California Administrative Code Section 41201, and the authority of the Regents of the University of California under Article IX, Section 9, of the California Constitution. The Commission and California public postsecondary education institutions, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership, or any other legally protected basis. Inquiries regarding these policies may be directed to the Commission and to the financial aid office of the school or college admissions office to which you are applying.